

FINELINE

November 2004

A Division of Finance monthly communication service

Payroll Self-Service Now Available to Interested Agencies

Payroll Employee Self-Service (ESS) is now in production. Division of Finance employees began using the Internet portal to enter their own time for the pay period that began October 23 (pay date is November 19).

In addition to allowing employees to enter time worked and leave taken, ESS also allows you to:

- ♦ View your current leave balances
- ♦ View your pay statements
- ♦ Change your IRS Tax Withholding Form W-4
- ♦ Change your direct deposits

Another feature of ESS is Manager Self-Service, which enables supervisors to approve recorded time on-line.

Entering and approving time through ESS eliminates the need for paper time sheets. In addition, ESS time entries will be retained in the Payroll System, making it easy to pull information directly from the system for audit purposes.

The Division of Finance recently issued a new policy to establish the requirements and procedures for enabling employees to enter their own time through ESS and for supervisors to approve time entries. Accounting policy FIACCT 11-20.00, Employee Self Service – Time Entry, is available on the Finance Web site at www.finance.utah.gov. **Employees are not eligible to enter their own time through ESS until they are set up by their agencies.**

Agencies interested in allowing employees to use ESS should contact Mark Austin, State Payroll Coordinator, at 801-538-3023 or maustin@utah.gov. ❖

Everything's Ready...

*Payroll Employee Self-Service
is ready for interested agencies
to begin entering time on-line.*

Frequently Asked Question from FINET Help Desk

Q Is there a way to tell if a check in FINET has been cancelled? How will I know if the money was returned to my agency?

A Go to the Document Cross Reference Table (DXRF) and look up either the PV number or the check number. For example, to look up a payment voucher, enter a PV number such as PV 100 31300100224; then press *F4*.

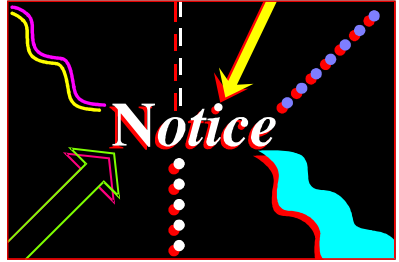
To look up a check number, enter a check number such as AD [TAB] 00004853565; then press *F4*. All associated transactions will display. You may need to press *F5* to see more. The *AD* is the check number, the *CX* is the check cancellation, the *PV* with a code of *E* is the original PV, and the PV with a code of *M* is the PV mod that returns the money to your agency. ❖



Finance Publications Will Be Available Only on Our Web Site

Effective with the November 1, 2004 release, the *Division of Finance Publications* will be available only on our Web site.

The *Finance Publications*, which include policies and procedures, chart of accounts, vendor/commodity file, and vendor name and number file, have previously been available both on the Internet and in a Folio version for agencies to download to their local networks. However, since none of the agencies licensed to use the Folio software have been downloading the file, we have decided to stop issuing the Folio version as of November.



Users can access the policies and other files currently in the *Finance Publications* at www.finance.utah.gov. Mouse over the *Publications* button on the left, and then click on the name of the file you want to view. When the file opens, follow these steps to access a tutorial on how to use the Web version:

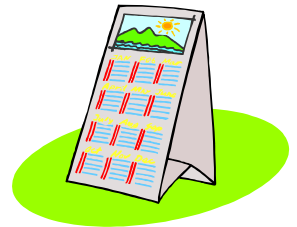
- In the table of contents on the left side of the screen, click on the plus sign (+) in front of the folder named *Using Finance Publications*.
- When the folder opens, click on the *Using Finance Publications* document one level down from the folder.
- The tutorial will appear on the right side of the screen.

If you have questions about the Internet version of the publications, call the FINET Help Desk at 801-538-9690. ❖

FINET Schedule Changes for Holidays, Yearend

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. We will open FINET on Saturdays during the closeout period (except for the Saturdays when we run a monthend). The FINET schedule changes on most holiday weeks.

Listed below are the exceptions to the normal FINET schedule through January 7, 2005.



Nov. 5 – Open	October Monthend
Nov. 11 – Closed	Veterans' Day holiday
Nov. 23 – Open	Tuesday cycle due to Thanksgiving holiday
Nov. 24 – Open	No cycle due to Thanksgiving holiday
Nov. 25 – Closed	Thanksgiving holiday
Dec. 3 – Open	November Monthend
Dec. 24 – Closed	Christmas holiday; no Friday cycle
Dec. 31 – Closed	New Year's Day holiday; no Friday cycle
Jan. 7 – Open	December Monthend ❖

November Training Calendar

Payroll Training

Computer-based training on the Payroll System is available on the Finance Web site at www.finance.utah.gov/training/courses.htm.



Click on the course names below to view the course descriptions or to access the on-line courses.

Data Warehouse Training

We are not offering Data Warehouse classroom training during November. To add your name to the waiting list for Data Warehouse – Payroll or Data Warehouse – FINET, call 801-538-3082.

VETERANS
DAY

FINET Classroom Training

- Nov. 2** Purchasing Lab; 8:30 – 11:30 a.m.
- Nov. 2** Disbursing Lab; 1 – 4 p.m.
- Nov. 3** Internal Transactions Lab; 8:30 – 11:30 a.m.
- Nov. 3** Fixed Assets Lab; 1 – 4 p.m.



FINET On-Line Courses

FINET System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Cost Accounting, Grant Accounting, Revenues and Receivables, Internal Transactions, and Fixed Assets

FINET Classroom Training Not Scheduled This Month

Budget Control, Grant Accounting Lab, Project Accounting, FINET Inventory, and On-line Inquiries

FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Reservations



To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses and link to on-line courses at:
www.finance.utah.gov/training/courses.htm.